MONTANA STATE LIBRARY

ISD News&Views

A NEWSLETTER DEDICATED TO INFORMATION TECHNOLOGY IN THE STATE OF MONTANA

WARNING!!!

Someone attempts to hack into a state computer and criminal charges are brought against them. The case is dismissed because the computer did not have a warning banner displayed at its access point. Yes, this could, and has happened in our justice system.

To successfully prosecute unauthorized persons who improperly use a state computer, the computer must have a warning banner displayed at its access points. That banner must warn authorized and unauthorized users of the following:

1. about what is considered the proper use of the system,
2. that the system is being monitored to detect improper use and other illicit activity, and
3. that there is no expectation of privacy while using the system.

Failure to have this type of notification could be used as a defense in the prosecution of a user or intruder for improper use of the system. It is suggested that this notification be implemented on workstations and file servers that maintain employee access. Here is an example of the banner that should be portrayed:

WARNING!!! WARNING!!! WARNING!!!

This computer system is the property of the Montana Department of Administration's Information Services Division (ISD). Unauthorized use is a violation of 45-6-311, MCA. This computer system, including all related equipment, networks, and network devices, is provided only for authorized state government use. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized ISD and law enforcement personnel. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized ISD personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. **Log Off** immediately if you do not agree to the conditions stated in this warning.

Inside

There are several ways that you can add warning banners to your computer system. It is suggested that a warning be posted at login, as well as on the workstation. The easiest process for adding warning banners to workstations is to use the policy manager in Novell's Z.E.N.works.

Public servers, such as public web servers and anonymous FTP servers should also have a warning banner. This banner should contain the following:

1. no expectation of privacy while using the server,
2. that all access to the server is logged, and
3. that penalties could result from unauthorized use.

An example of this type of banner is as follows:

WARNING!!! WARNING!!! WARNING!!!

Use of this system constitutes consent to security monitoring and testing. All activity is logged with your host name and IP address. Unauthorized or improper use of this system may result in civil and criminal penalties.

For more information regarding warning banners and the technical details of how to implement them, contact Lynne Pizzini, Network Security Officer at 444-4510, Outlook or e-mail at lpizzini@state.mt.us.

Notice

Over the past several weeks, ISD has received an overwhelming number of requests for data network add/move/change activity. While we have taken measures to meet this demand, we find we are still not in a position to provide as rapid a turn-around time as we would like. Therefore, please be aware that any data add/move/change requests will require a minimum of eight weeks advance notice to the Customer Support Center. Thanks for your patience and cooperation!

For more information contact Barb Sheline of the ISD Customer Support Center at 444-4909, Outlook or e-mail at bsheline@state.mt.us.

Internet Problems

Most employees have been experiencing significant lags in Internet connectivity/response time. ISD has been working very closely with our Internet Service Provider (ISP) on this problem. Although we feel confident we have identified the problem, we have been unsuccessful in getting it resolved because it often involves other parts of the Internet beyond our ISP connection. The good news is that there is a workaround, and we have provided details to agency LAN administrators. If you are experiencing slow Internet response times, you should contact your agency LAN administrator and they will assist you.

A more technical description of this problem follows.

The problem appears to be an issue with Maximum Transmission Unit (MTU) size. A default MTU is set based on the media type in use. (i.e. Ethernet, Token Ring, Serial, FDDI) For example, a workstation on a Token Ring network will negotiate an MTU size of 4K when communicating with a workstation on another Token Ring. However, if these networks are separated by a serial link the internetworking devices (i.e. routers, switches, bridges) in between must allow for fragmentation. This is necessary since the serial link only supports an MTU size of 1.5K. The TCP/IP protocol also uses Internet Control Messaging Protocol (ICMP) to signify if fragmentation is or is not allowed. If any device between the two workstations filters ICMP messages or does not allow for fragmentation, the connection will fail.

Since any device along the communication path can cause this, it is not an issue with just our ISP but with all devices or paths that exist on the Internet for a given location. This has made troubleshooting very difficult. Each time we resolve one site, several more will have reported the same problem.

We have been testing an MTU size other than the default size for Token Ring. We have made recommendations and given specific instructions to LAN administrators on how to solve this problem.

State Government Y2K Readiness

For the first time since we began tracking Y2K compliance, State agencies fell behind on their self-imposed schedule for fixing Year 2000 computer systems. As illustrated in the figure below, 595 of the 708 state computer systems are ready for the next millenium. Agencies had planned on having 639 systems compliant by this date thus the shortfall is 44 systems. High priority systems are also lagging behind schedule. Of the 227 high priority systems, 183 (or 81%) are currently compliant. This is nine short of the 192 high priority systems scheduled for compliance by August 1. State agencies continue to be confident, however, that they will have 100% of their high priority systems compliant by October.

The situation, while disappointing, is not critical. The vast majority of systems that missed their target date are low priority systems. We still anticipate that these systems will be compliant by 2000, but if some slip through the cracks, the results will have minimal, if any impact on the general public.

Year 200 Compliance All Systems
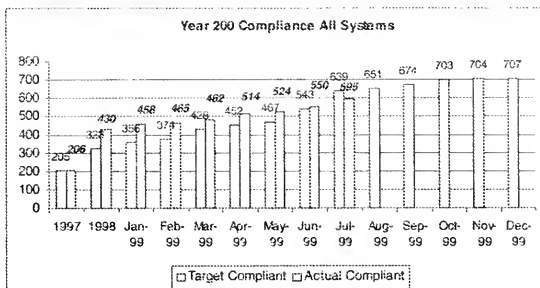
The Whitehouse comes to Montana

The President's Council on Year 2000 Conversion developed the "Community Conversations" program to inform citizens throughout the nation as to what the Y2K issue may mean for them. These "conversations" are informal, town-meeting style events where local governmental agencies, business and industry representatives and disaster agencies like the American Red Cross are brought together to form a panel of experts. This panel addresses concerns in a question and answer setting. Meetings have been held in Missoula, Great Falls, Helena, Bozeman, Billings and Glendive.

Attendees learned that the utility companies (electric, gas & telephone) are ahead of schedule and are fully confident that they will be able to continue to provide their customers with service in the next century. Representatives from local banks and the Federal Reserve Board reassured the audiences that financial institutions have been ready for Y2K for some time and funds in local banks and credit unions are safe. However, citizens were cautioned not to withdraw large amounts of cash for the New Year's Weekend. Large amounts of cash can pose a greater theft risk. The disaster agencies explained their contingency plans for any disaster and assured the audiences that in the very unlikely event of a major disruption, systems were in place to assist citizens until services are restored.

For more information on the Y2K Readiness Council contact G Scott Lockwood, Year 2000 Compliance Officer, at 444-2655, Outlook or e-mail at slockwood@state.mt.us or check out the Y2K page at http://www.state.mt.us/isd/year2000.

Calendar of Events

September

1 Information Technology Managers Council (ITMC), 8:30-10:30 am Rm 111, Metcalf Bldg. (may be rescheduled)

8 Information Technology Advisory Council (ITAC), 8:30-Noon, Rm 111, Metcalf Bldg.

10 Montana Geographic Information Council (MGIC), 9:30 am-1 pm, Rm 160, Mitchell Bldg.

October

8 Information Technology Managers Council (ITMC), 8:30-10:30 am Rm 111, Metcalf Bldg.

10 Year 2000 Readiness Council, 9-10:30 am, Rm 111, Metcalf Bldg.

Corel Dropping Support of WordPerfect 6.1

On August 1, 1999 Corel dropped all support of WordPerfect 6.1. In addition, depending on the operating system you are using, WordPerfect 6.1 has Y2K compliance issues or is listed as "in testing". Watch for more Y2K information in future issues of *ISD News & Views*. You should take this into consideration if your agency is still using WordPerfect 6.1, assess any risk this might pose to your operation, and plan accordingly. ISD encourages you to consider migrating to Microsoft Word if you have not already done so, as this is the state standard and the product that ISD can best support.

If you are using newer versions of WordPerfect, please be aware that Corel has also dropped Classic (free) support of WordPerfect 7 ("pay for" support is still available). WordPerfect Suite 8 and WordPerfect Office 2000 are the only versions fully supported by Corel.

For more information about this article contact Irvin Vavruska of End User Systems Support at 444-6870, Outlook, or e-mail at ivavruska@state.mt.us.

Hoax E-Mail Concerning Y2K Compliance of Windows

There has been quite a bit of confusion regarding an e-mail floating around the Internet regarding the effect of using the **Control Panel | Regional Settings** two digit and four digit year settings. Following is the official response from Microsoft.

There is a HOAX e-mail in circulation on the Internet concerning the Y2K compliance of Windows 95 and Windows 98. There are various versions of this mail which resemble the following (remember, this is only a hoax):

Every copy of Windows will fail on January 1st unless you fix it now, to fix it...

1. *Click on **My Computer**.*
2. *Click on **Control Panel**.*
3. *Click on **Regional Settings**.*
4. *Click on the **Date tab**. Where it says, **Short Date Sample** look and see if it shows a two digit year. Of course it does. That's the default setting for Windows 95, 98 and NT. This date RIGHT HERE is the date that feeds application software and WILL NOT rollover in the year 2000. It will roll over to 00.*
5. *Click on the button across from **Short Date Style** and select the option that shows mm/dd/yyyy. Be sure your selection has four Ys showing, not two.*
6. *Click **Apply** and then click on **OK** at the bottom. Easy enough to fix. However, every single installation of Windows worldwide is defaulted to fail Y2K rollover.*

Facts about Windows 95, Windows 98 and Y2K:

- Microsoft Windows 95 and Windows 98 are compliant (as long as the Y2K patches are applied) and customers do not have to perform the above steps to obtain compliance.
  - Windows will store and calculate the date as 4 digits, independent of the date display selected by the customer.
  - Dates are stored and processed by Windows in a 4 digit format regardless of the date display style selected in Regional settings.
  - Customers can use the regional settings tab to adjust how the date is displayed (e.g. mm/dd/yy or mm/dd/yyyy)
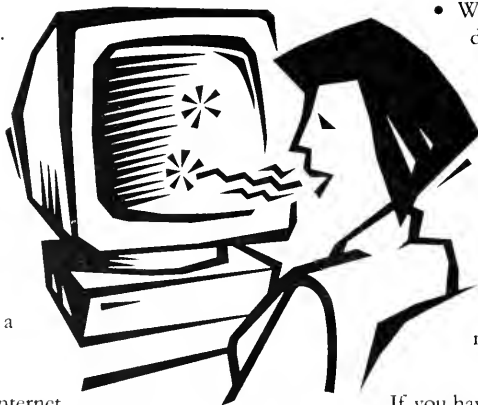
If you have any concerns about any of your software being Y2K compliant, please contact your Network Administrator. If you have questions concerning this article, contact Irvin Vavruska of End User Systems Support at 444-6870, Outlook, or e-mail at ivavruska@state.mt.us.

Public Safety Communications System Design

The Department of Administration presented the Montana Public Safety Communications System to the 1999 Legislature. The project did not gain the support needed for its continuation. As a result the contract with Spectrum Resources, Inc., (SRI), was modified to reflect receipt of three (3) final design deliverables due before July 31, 1999.

The deliverables received are as follows:

Final system design: The Montana Public Safety Communications System design developed the framework and associated costs for implementing the concept design, as prepared by the Warner Group and presented to, and approved by, the State of Montana in May of 1997. The final design is configured to incorporate a VHF Digital Trunking Radio System with backward analog compatibility to all users. Project (APCO) 25-Phase I - FDMA Standard, is the platform chosen for the Statewide System, which permits backward compatibility, and allows for narrow band utilization and data transmission. The design allows multiple users to share a common radio infrastructure taking advantage of a modern, flexible, and feature rich system which is capable of supporting many thousands of different talk groups rather than the limited current channel and frequency usage. Additionally, the design takes advantage of the aforementioned features and functions without making separate, large investments in infrastructure

and generating large ongoing costs for maintenance and support. Although, there are a number of different design variations that could be implemented, the final system design is complete, and is considered the most cost effective approach to a statewide shared design with vendor flexibility.

Request for proposal: The RFP is completed in an unofficial boilerplate format.

Frequency plan: The Frequency Plan is completed in an unofficial preliminary format.
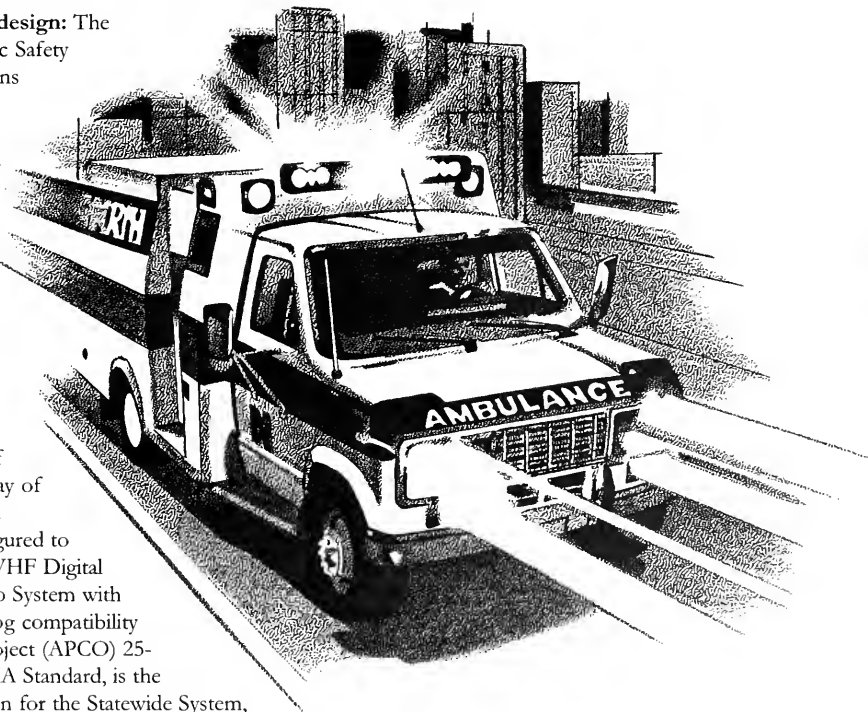
Copies of the System Design RFP and Frequency Plan are available upon request. Printing and shipping costs will be incurred by those requesting copies.

For more information contact Mike Bloom of the Policy, Development & Customer Relations Bureau at 444-7335, Outlook or e-mail at mibloom@state.mt.us.

ITMC August Meeting

The Information Technology Managers Council (ITMC) meets monthly to review technology issues that affect state government. The group met on August 4, 1999.

The Council was updated on the following projects:

- MT PRRIME
- NetWare 5 Conversion
- Year 2000

The group affirmed Oracle as the strategic enterprise database direction for the next five years, and endorsed the Oracle Enterprise License Agreement. ITAC (Information Technology Advisory Council) will act on these items at their September meeting.

The Council also agreed to reconstitute the DHCP Subcommittee and extend the subcommittee's timeline. The DHCP issue is very complex, and merits in-depth study. The new subcommittee will be much smaller in size and consist of more Council members.

ITMC will hold its biennial planning conference on September 9 –10, 1999.

For more information on the activities of ITMC, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or e-mail at wwheeler@state.mt.us.

Attention!

ISD News & Views is available on the Web at:

www.state.mt.us/isd/current/news/index.htm

ORACLE

Using Oracle Designer for a Web Page – Placing the Cursor

Using Oracle Designer for developing a web page form is a great way to insert, update, and delete specific data in a database. However, after generating a web module, you may find that the cursor is not placed in the correct item, or not even placed on any item at all. This forces the user to navigate with their mouse. It is best to place the cursor in the first navigable item of a page, but you may put the cursor in any item you choose by following these steps:

1. Generate the module.
2. Open the .pkb file that gets generated.
3. Open the page for which you wanted the cursor to be placed on the first item, or whichever item you prefer. (the pages are FormInsert, FormView, FormQuery, etc.)
4. Do a search on the file for FormInsert, you will get the module$Module component FormInsert procedure.
5. Go to the end of the procedure and add the following lines of code before the line htp.formclose;

   Htp.p('<SCRIPT>'
   'document.forms[0].P_<column name>.focus();'||
   '</SCRIPT>'
   );
   *column name is the name of the column in the table that you want the cursor in.
   *javascript is case sensitive and you have to type exactly as above.
6. Save the file and install the packages.

Caution: Make sure that the column you referenced will be displayed on the page, otherwise there will be no effect.

Important: What version of Oracle Designer/Developer are you running??

The newest version of Oracle Designer/Developer (Version 6.0) is now being used for development by ISD. For better support and development your agencies should be moving to the newest version as soon as possible. If your machine is already licensed for Designer and Developer, the upgrade is at NO COST.

For more information on Oracle Reports, Forms, or any of the Oracle applications, contact Steven St. John at 444-2910, e-mail at sstjohn@state.mt.us or Barry Fox at 444-5895, e-mail at bfox@state.mt.us. Oracle database information can be obtained by contacting Tony Noble at 444-2922, e-mail at tnoble@state.mt.us or Tom Rediske at 444-1593, e-mail at trediske@state.mt.us.

Outlook 98

A Windows NT *Exchange Administrator* April 1999 article entitled *Outlook Tips and Techniques*, states that any invitee of a meeting can forward the meeting request on to another attendee so they can accept the invitation. (To do so, they would open the meeting on their calendar and click on Acti**o**ns, For**w**ard and send it to the recipient of their choice).

This feature, while handy, can cause some confusion to the original meeting organizer. If they originally invited four people to a meeting, they may be surprised to receive more than four Accepted or Declined messages in their inbox. This happens by design.

If you are the one that forwarded the meeting invitation, you are not notified if the other person accepted. If you open the meeting, and select the Attendee Availability tab, it will not display the new attendees. All that is listed is the original invitees that the meeting organizer selected. If you are the meeting organizer, you will see the status of your original attendees as well the additional attendees. (See example below.)
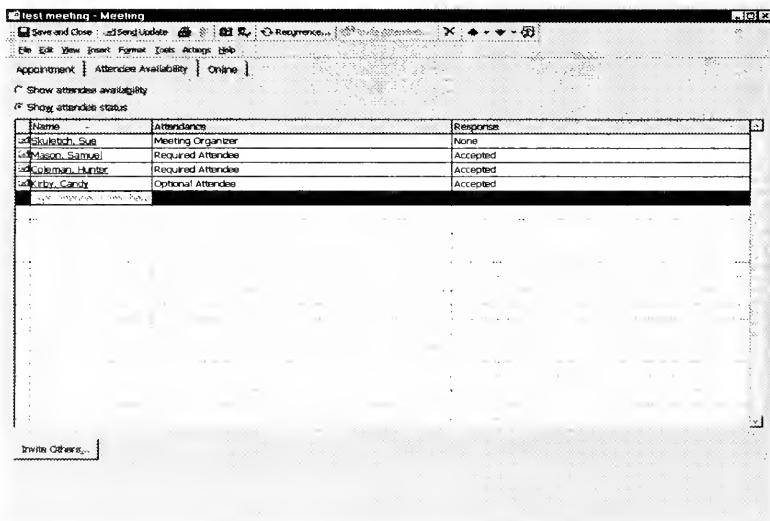
NOTE: Anyone that was not included in the original meeting request will list as an optional attendee.

If you have any questions about this article please contact Sue Skuletich of the End User Support Section at 444-1392, Outlook or e-mail at sskuletich@mt.gov. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Start Screen Saver Automatically

Have you ever left your desk for a meeting or lunch and wanted to invoke your screen saver immediately? You probably have your screen saver set to go off about every 15 minutes. This is great while working at your desk, but not when you leave. Starting it every two minutes is too frequent while you're at your desk. Here is a solution.

Add a button to your Office shortcut bar to automatically invoke the screen saver.

Make sure that you have the Office toolbar selected.

1. To verify this or to select it, click the command box at the top left of the toolbar and choose **Customize.**
2. Select the **Toolbar** tab.
3. Make certain that you have the Office toolbar checked.

To set up the screen saver button:

1. Click the command box at the top left of the Office shortcut bar, then choose **Customize** and the **Buttons** tab.

2. Locate Screen Saver and select the check box to the left of the title and then **OK**, then close the dialog box.
3. To invoke the screen saver, click the new button.

Instead of using your Office shortcut bar, you can add a shortcut to your desktop to automatically run your screen saver.

1. Right click anywhere on a blank space in your desktop.
2. Choose **New|Shortcut|Browse**
3. Go to C:\Program Files\Microsoft Office\Office\
4. Select OSA.EXE and click Open.
5. The path and file name will appear in the Command Line field, at the end of the file type –s. (Note: make sure you put a space before the –s) Your command line should then read as follows:

"C:\Program Files\Microsoft Office\Office\OSA.EXE" –s (You may also just type this command line exactly as it appears here rather then using the Browse feature)
6. Click on Next
7. Select a Name for your short cut. I suggest Screen Saver (not very creative, but quite accurate), then click **Finish**.

Click on your newly created screen saver shortcut to automatically start.

For more information concerning this article, contact Heidi Mann of End User Systems Support at 444-2791 Outlook or e-mail at hmann@state.mt.gov. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Portions of this Microsoft Office Tip were made possible by *Tip World* at **www.tipworld.com.**

Using the Mail Merge Feature to Create Labels

Part 3 of 3

Now that the converted WordPerfect document has been saved as a Word data document, it is a fairly simple matter to use the Mail Merge feature in Word to merge the data into a label format.
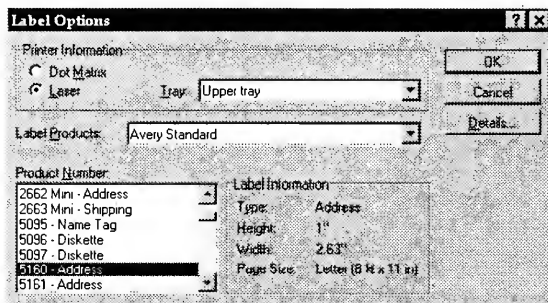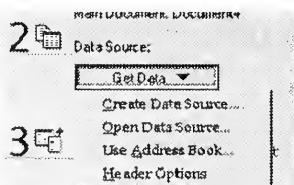
To merge the data into a label format, use the following steps:

1. Make sure that the Datan.doc that you created earlier is closed.
2. Go to **Tools|Mail Merge.**
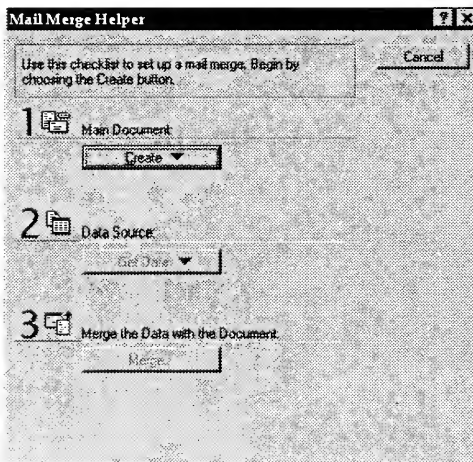
The following dialog box will be displayed.

3. Click **Create|Mailing Labels|Active Window|Get Data|Open Data Source.**

4. Open the appropriate folder and select the data document that you just closed.
   A dialog box will be displayed stating that Word needs to set up your main document.
5. Click **Set Up Main Document**.
6. In the **Label Options** dialog box, in the **Label Products** box, select a commercial label or select **Other** to create your own custom size. Click OK when done.

7. Follow the instructions in the **Create Labels** dialog box to insert the merge fields in the order in which they should be printed on the labels. When you are done inserting the necessary fields, click **OK**.
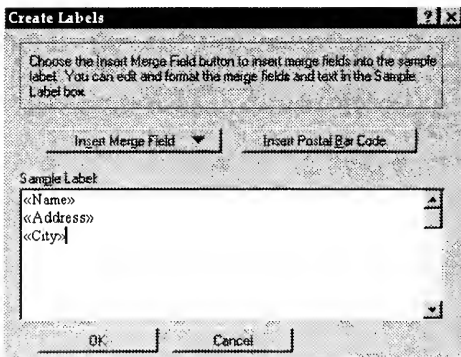
8. In the **Merge To** list in the **Merge** dialog box, click **New Document**, and then click **Merge**. Clicking this button creates a new document, Labels1.doc.
   You can print Labels1.doc right away, or you can save it and print your labels later.

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Note: The main document is attached to the data document; so, when you open the main document, it is automatically connected to the data document. To merge the data again, click either of the following buttons on the Mail Merge toolbar:

Merge to New Document

Merge to Printer

If you have any questions or need help with this contact Mike Moller of End User Systems Support at 444-9505, or e-mail at mmoller@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Converting WordPerfect Macros to MS Word, Visual Basic for Applications

Part 3 of 3

The Visual Basic Editor: A Basic Roadmap

The heart of the macro feature in Word is the Visual Basic Editor. Before undertaking any conversion project, be sure to become well acquainted with the editor. The more you know about the editor, the faster and more successful you will be in converting WordPerfect macros.

Open the Visual Basic Editor by clicking **Tools | Macro | VB Editor** (or press ALT+F11). The editor, shown below, consists of a menu bar, a toolbar, and several windows.
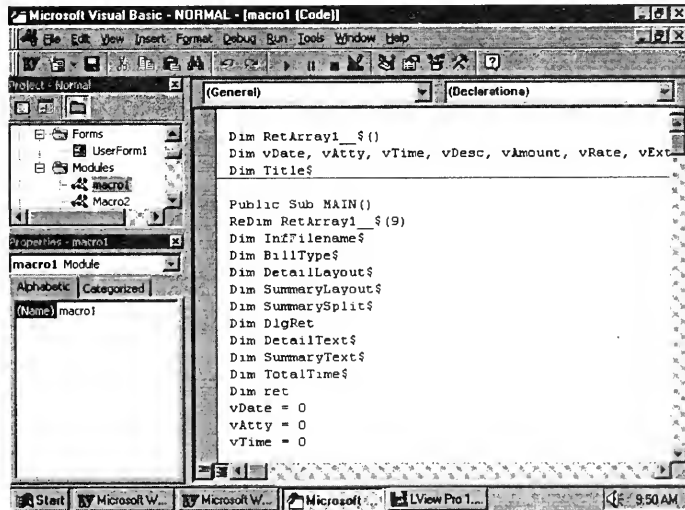
- The **Project explorer** window displays all of the projects available for editing. (A project is analogous to macros stored in a WordPerfect template.)
- The **Properties** window displays all of the properties of the selected item. For example, when a command button on a form is selected, the **Properties** window shows options for the command button.
- The **Code window** displays the content of the current macro.

Other windows may appear depending on the options you've selected. For example, click **Object Browser** on the **View** menu to display a list of objects, properties, and methods you can use. Objects, properties, and methods can be combined to create Visual Basic instructions which are akin to programming commands in WordPerfect.

Understanding the Terminology of Visual Basic

Visual Basic uses a different set of programming terms than those used in WordPerfect. In Visual Basic, tasks are performed by applying properties and methods to objects. Objects are the fundamental building blocks of Visual Basic; almost everything you do in Visual Basic involves modifying objects. Every element of Word — documents, paragraphs, fields, bookmarks, and so on — is represented by an object in Visual Basic. To view a graphical representation of the object model for Word 97, see *Microsoft Word Objects* in Word Visual Basic Help. If you're not familiar with the terms object, properties, and methods, refer to the *Understanding objects, properties, and methods* in Word Visual Basic Help.

You can view the available objects, properties, and methods in the Visual Basic Object Browser. To see the Object Browser, display the Visual Basic Editor, and click **View|Object Browser**. Select a library in the **Project/Library** box. The Word object library contains all the objects, properties, and methods (analogous to "commands" in WordPerfect) you need to write code using Visual Basic.

XxMacros2

Comparing Syntax

Visual Basic and the WordPerfect macro language are very different. The differences of syntax between the two languages encompass the actual programming commands, and the way the commands are formatted to construct a working application.

Differences in syntax is the major stumbling block in converting WordPerfect macros to Visual Basic. The following table lists the major differences you will encounter when converting WordPerfect macros to Visual Basic.

For space limitation reasons, the syntax comparison chart can be found on the web at **www.state.mt.us\isd\current\news\sep99\9_99.htm.**

For more information on this article contact Jerry Kozak of End User Systems Support at 444-2907, Outlook or e-mail at jkozak@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Copy and Paste Formatting Issues

Now that we've migrated from Corel WordPerfect to Microsoft Word many of us are cutting and pasting from WordPerfect to Word. You may have experienced problems when you cut and paste as the formatting can sometimes become unstable.

Here is a solution. When pasting the data into Word use **Edit|Paste Special|Unformatted Text**. This will paste plain text that is ready for formatting without errors.

If you have any questions about this article please contact Brian Clark of End User System Support at 444-0751, Outlook or e-mail at brianc@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

PowerPoint Made Easy!

Automatic Word Selection

Do you find it annoying when you try to select a part of a word and PowerPoint (or Word) selects the entire word or group of words? If you're tired of the software trying to outthink you, this article will show you how to turn off the Automatic Word Selection feature.

Choose **Tools|Options|Edit** and then click on the check mark in front of the Automatic Word Selection option (see figure below) and then click OK.
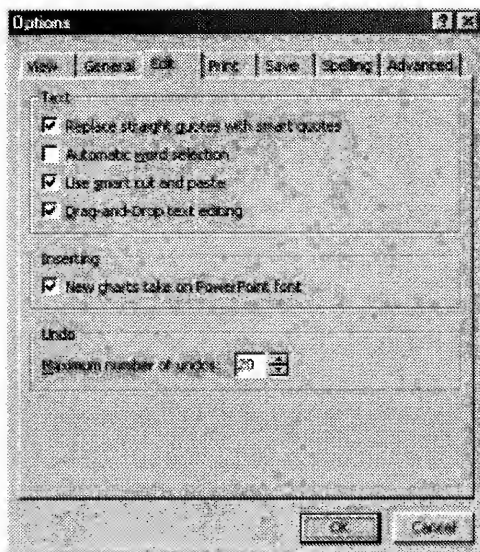
You can do the same in Microsoft Word using the same menu selections.

An alternative is to bypass the Automatic Word Selection **temporarily** by holding down the Alt key while moving the cursor over the select area.

If you have any questions concerning this article, contact Trapper Badovinac of the Policy, Development and Customer Relations Bureau at 444-4917, Outlook, or e-mail at tbadovinac@state.mt.us. If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.

Windows Freebie – JumpToIt

ZDNet has made a free Windows utility available - JumpToIt .

The list of links on your **Favorites** menu can get very long. JumpToIt provides tray access to a short-list of favorite links, along with a database for storing and managing links. Launch links from either the main window or the tray. To add links to the database, drag or paste them from your favorite Web browser, or have JumpToIt monitor the clipboard for URLs and save them automatically. JumpToIt also supports links to files, and you can drag-and-drop desktop shortcuts into its link item list. A simple menu choice adds a link from the list to JumpToIt's tray menu short list.

If you would like a copy of the JumpToIt files they are available on the Value Added Server at **\guest\windows\win95\addons\JumpToIt**.

To install JumpToIt, copy its three program files (jumptoit.exe, jumptoit.cnt and jumptoit.hlp) to a subdirectory on your hard disk, and create a shortcut to jumptoit.exe. To uninstall JumpToIt, first run the program with the -u switch to clean out its registry entries: jumptoit –u and then delete its program files. For details on program operation, refer to the program's online help file.

JumpToIt, Version 1.0Copyright (c) 1999 Ziff-Davis, Inc. Written by Steven E. Sipe. First Published in *PC Magazine*, US Edition, July 1999, v18n13

If you do not have access to the Value Added Server contact Irv Vavruska of End User Support at 444-6870, Outlook or e-mail at ivavruska@state.mt.us.

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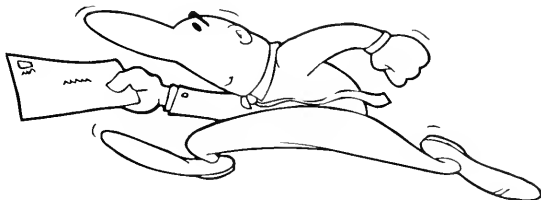
Windows 95/98

Put Control Panel Utilities On The Start Menu

To put frequently used Control Panel utilities on the Start Menu, create a folder in the Start Menu folder and create and copy shortcuts to those particular Control Panel utilities.

1. Right-click on the Start button and select either the **Open** or **Explore** command from the shortcut menu. Windows 95/98 opens either a My Computer window or a Windows Explorer window rooted in the Start Menu folder.
2. Create a new folder. By pressing [Alt]F and use the accelerator keys NF. (If you're using the original version of Windows 95, you'll use the accelerator keys WF.) This keystroke combination quickly pulls down the **File** menu, opens the **New** submenu, and selects the **Folder** command.
3. Type *Control Center* and open the Control Panel.
4. Reposition the Control Panel folder so you can see both it and your Control Center folder easily.
5. Drag the frequently used utilities from the Control Panel to your new Control Center folder. Windows 95/98 will inform you that you can't copy or move Control Panel utilities and prompt you to create a shortcut. Just select yes to continue.

Windows 95/98 may automatically add to each utility's title the prefix *Shortcut to*. If so, you'll probably want to remove the prefix to keep things looking neat. To do so, simply select each item, press [F2], and then highlight and delete the prefix.

Once you've created shortcuts to your frequently used Control Panel utilities, close both folders. Access those utilities by selecting the new Control Center cascading menu, which now appears on the Start menu.

These tips are adapted from **www.tipworld.com.**

If you have a problem with this application, please use the software's Help features, contact your Agency support staff or call the ISD Customer Support Center at 444-2000.
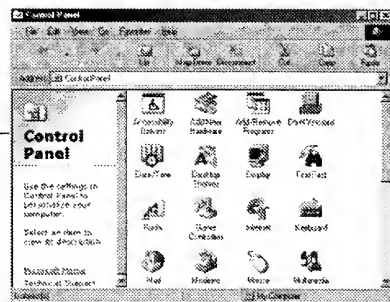
Media Based Training (MBT)

MBT courses are a great alternative to instructor led training. They are self paced courses that are run off your office PC.

To find out what courses are available go to **http://www.state.mt.us/isd/current/training/mbt.htm** on the web. There are instructions there on how to check out a course or to see what's available.

New Courses Added

The following courses have been added to the library and are available for checkout.

MS Visual Basic 6.0 – Visual Basic 6 Fundamentals

Course Code: 10.09.01

Synopsis

This course teaches you the fundamentals of building applications using Visual Basic 6.0. You will learn to create simple applications by creating forms and adding controls to them.

Audience

- Application developers who want to design and develop simple Visual Basic applications.

Prerequisites

To benefit completely from this title, some of the pre-requisites are:

- Rudimentary knowledge of word-processing and spreadsheet applications
- Knowledge of COBOL, Basic or any other procedural language that uses variables, and control and looping structures
- Knowledge of object-oriented and event-driven programming
- Difference between run-time and design-time
- Knowledge of RDBMS (client/server architecture) and T-SQL statements

Benefits

- At the end of this title, the learners will be able to:
- Install and configure Visual Basic 6.0.
- Use control arrays.
- Use control collections.
- Create menus and MDI applications.
- Use custom controls.
- Use CommonDialog Controls.
- Set up and use VSS.

Title Structure

- Getting Started with Visual Basic
- Introducing Visual Basic
- Installing and Configuring
- Creating an Application
- Creating Forms
- Adding Functionality

More Programming Concepts

- Programming Basics
- Writing Modular Code
- Using Collections
- Using Control Arrays

Menus and MDI Applications

- Creating Menus
- Working with Custom Controls
- Using the CommonDialog Control
- Accessing Files
- Creating MDI Applications

Visual Source Safe

- Setting Up VSS
- Using the VSS Explorer
- Using the VSS Admin
- Using VSS from VB 6.0

MS Visual Basic 6.0: Debugging and Compiling Applications

Course Code: 10.09.02

Synopsis

This course teaches application developers the tools and techniques for making Visual Basic 6.0 applications error-free. In this title, you will learn to debug applications and create error-handlers for anticipated problems. You will also learn to compile an application and optimize its performance.

Audience

- Visual Basic 6.0 application developers who can create simple Visual Basic 6.0 applications.

Prerequisites

To benefit completely from the title, the learner must be familiar with:

- Creating forms and controls
- Coding for event procedures
- Setting properties for forms and controls
- Creating functions and procedures for applications

You can gain these prerequisites by going through the title, 10.09.01 – VB6: - Visual Basic 6 Fundamentals

Benefits

At the end of the title, the learner will be able to:

- Handle syntactical, logical, and runtime errors in Visual Basic applications
- Trap errors and display error messages in Visual Basic applications
- Debug applications using the debugging tools provided by Visual Basic 6.0
- Compile applications
- Compile applications conditionally for multiple platforms and environments
- Optimize the performance of Visual Basic applications

Title Structure

Debugging an Application

- Debugging Techniques
- Using the Debugging Windows

Handling Run-time Errors

- The Error Handling Routine
- Customizing Error Handlers

Compilation Issues

- Compiling an Application
- Conditional Compilation

MS Visual Basic 6.0 – COM Components

Course Code: 10.09.03

Synopsis

This course teaches you about COM technology and its implementation in VB 6.0. You will learn to create, use, register and manage different types of COM Components.

Audience

The audience for this title is application developers who want to design and implement desktop applications using Visual Basic 6.0.

Prerequisites

To benefit completely from this title some pre-requisites have been identified. These are:

- Rudimentary knowledge of word-processing and spreadsheet applications
- Knowledge of a procedural language like COBOL or Basic.
- Knowledge of variables, control structures and looping structures
- Knowledge of object-oriented and event-driven programming
- Difference between run-time and design-time
- Knowledge of EXEs and DLLs

Benefits

At the end of the title, the learners will be able to:

- Identify the problems in earlier development methodologies and issues resolved by COM.
- Select an appropriate type of COM component to be created in a given situation.
- Use different types of COM components in client applications.
- Create, test and debug a code component and an ActiveX control.
- Raise events and implement call-backs for asynchronous notifications.
- Implement an object model for a code component and control instancing of its classes.
- Register, unregister, publish and manage components.

Title Structure

COM Technology and its Advantages

- Origin of COM
- COM Specifications
- Types of COM Components

Code Components

- Creating a COM Client
- Creating a Code Component
- Debugging and Error Handling

ActiveX Controls

- Using ActiveX Controls
- Creating ActiveX Controls
- Creating Property Pages
- Testing and Debugging

More on COM Components

- Notifications Using Events
- Notifications Using Callbacks
- Implementing Object Models
- Controlling Instancing of Classes

Registering and Managing Components

- Registering and Unregistering
- Visual Component Manager

Next Recommended Course(s)

- MS Visual Basic 6.0 – Data Access
- MS Visual Basic 6.0 – Internet Programming and Deploying

MS Visual Basic 6.0 – Data Access

Course Code: 10.09.04

Synopsis

This course gets you started on creating applications that access databases. You will also learn to use various data access tools that make data access simple and easy.

Audience

The audience for this title is application developers who want to design and implement desktop applications using Visual Basic 6.0.

Prerequisites

To benefit completely from this title some pre-requisites have been identified. These are:

- Knowledge of a procedural language like COBOL or Basic.
- Knowledge of variables, control structures and looping structures
- Knowledge of object-oriented and event-driven programming
- Difference between run-time and design-time
- Knowledge of RDBMS (client/server architecture) and T-SQL statements
- Knowledge of EXEs and DLLs

Benefits

At the end of the title, the learners will be able to:

- Develop applications that access databases using ADO and the ADO
- Data Control.
- Create Data Reports.
- Create an ActiveX control that behaves as a data source.

Title Structure

Fundamentals of Data Access

- Data Access Methods in VB 6.0
- Using ADO Data Control
- Advanced Data Controls

Visual Data Access Tools

- Using the Data Environment Designer
- Using the Data Report Designer

Advanced Data Access

- ADO Programming Model
- Accessing and Manipulating Data
- Handling Errors and Parameters
- Creating a Data Access Component

MS Visual Basic 6.0 – Internet Programming and Deploying

Course Code: 10.09.05

Synopsis

This course teaches you to create DHTML applications and ActiveX documents. You will learn to add help to your applications and deploy them over several distribution media.

Audience

The audience for this title is application developers who want to design and implement desktop applications using Visual Basic 6.0.

Prerequisites

To benefit completely from this title some pre-requisites have been identified.

- Knowledge of a procedural language like COBOL or Basic.
- Knowledge of variables, control structures and looping structures
- Difference between run-time and design-time
- Use context-sensitive help
- Knowledge of EXEs and DLLs
- Preliminary knowledge of Internet concepts – Internet, intranet, browser, HTTP, HTML and scripting

Benefits

At the end of the title, the learners will be able to:

- Develop Internet-aware applications using DHTML and ActiveX.
- Associate Help files with applications
- Package and distribute applications over different media.

Title Structure

Creating DHTML Applications

- A DHTML Primer
- DHTML in VB
- Programming DHTML Applications

Creating ActiveX Documents

- Simple ActiveX Documents
- Adding Functionality

Providing User Assistance

- Authoring a Help File
- Creating a Help File
- Integrating Help with a VB Application

Distributing Applications

- Packaging VB Applications
- Deploying VB Applications

To check out a course, contact Shawndelle Semans at 444-3820, Outlook or e-mail at ssemans@state.mt.us. If you have questions about this article contact Trapper Badovinac of the Policy, Development and Customer Relations Bureau at 444-4917, Outlook or e-mail at tbadovinac@state.mt.us.

Computer Security Training for End Users

This is a two-hour seminar that covers the following:

- network security
- laws, rules, and policies
- login IDs and passwords
- viruses, hoaxes, and chain letters
- proper use of e-mail and the Internet user responsibilities

This training is held the third Thursday of each month from 8:30-10:30am in room 13 of the Mitchell Building.

- Date: Thursday, September 16, 1999
- Time: 8:30–10:30 am
- Location: Rm. 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn (llebahn@state.mt.us) or Kim Ingwaldson (kingwaldson@state.mt.us) of ISD at 444-2700.

Systems Training

Universal Systems Development

October 25-29
8:30 – 4:30
Mitchell Building, Room 136 (This is a combination of two previously offered three-day classes.)

Major topics include:

- Information Systems Development strategies
- An Effective Strategy for Analysis and Design
- The Concept and Use of Objects
- Analyzing and Modeling a Problem Domain
- Testing, Validating and Packaging the Analysis Results
- System Design
- Client/Server Development
- Object Oriented Development
- Interface Design
- Process Architecture

### Systems Testing and Quality Assurance

November 6-8
8:30 – 4:30
Mitchell Building, Room 136

Highlights of this workshop are:

- Responsibilities, expectations, and mechanisms for measuring the success of software development
- Understand the role of the tester and testing responsibilities
- Develop quality concepts that will facilitate decision making at each stage of testing
- Define clear specifications and system objectives
- Communicate all information clearly to the individuals participating in the development process
- Manage changes during the system development life cycle
- Initiate a formal transition phase process
- Select a suitable methodology to provide adequate test coverage and to deliver
- the desired level of assurance
- Identify the role testing plays in future systems modifications
- Maintain appropriate records through the life of the product
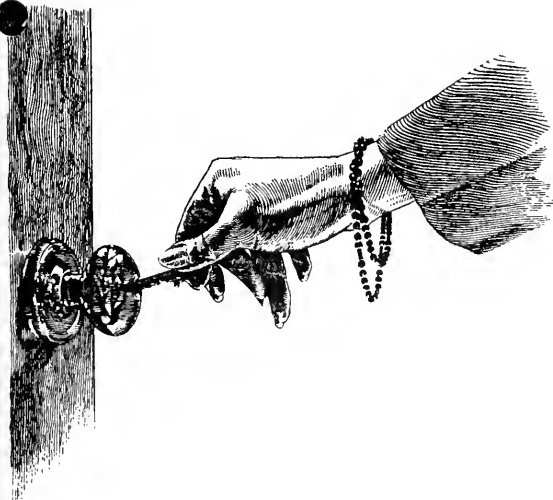
Project Management for Information Systems

December 6-8
8:30 – 4:30
2550 Prospect (ISD offices next to WalMart)

Features of the class:
- Our facilitators bring real-world experience to every workshop
- You will be led, not lectured, through a hands-on case study
- As a team, you will work through scenarios providing an experimental environment where
- you can take risks and make adjustments based on your results before taking on big projects
- You will learn concepts and techniques applicable to any project, tool, or IT methodology
- You will learn information consistent with the Project Management Institute's Project
- Management Body of Knowledge (PMBOK)

You will discover how to:
- Develop a project plan from formulation to implementation, and learn how
- to successfully present it to management
- Use different Systems Development Life Cycles (SDLC)
- Build a Work Breakdown Structure (WBS)
- Use a Network Diagram to display a Project Evaluation and Review Technique (PERT) chart
- Use the Critical Path Method (CPM) in the Network Diagram to ensure the correct project duration
- Estimate and schedule IT project tasks
- Apply resources to a project plan
- Explore different personality types and learn how they affect project management

Detailed information on costs, locations and how to register is available on the ISD website at: **http://www.state.mt.us/isd/current/training/index.htm** For other questions, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, Outlook or e-mail at wwheeler@state.mt.us.

Training Calendar – Non Credit Workshops

Schedule assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 406-444-6821. All classes are held at HCT, 1115 N. Roberts.

The Helena College of Technology will make reasonable accommodations for any disability that may interfere with a person's ability to participate in training.

Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, **you must send or deadhead a State Training Enrollment Application** to

> State Training Center, HCT
>
> Helena, MT 59601

If you have questions about enrollment, please call 444-6821 or email to 'Helena College of UM' or lsuttorp@state.mt.us

See **www.hct.umontana.edu** for more information.

Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class. **HCT is also willing to schedule specific classes by request for state agencies**

State Training Calendar

	PREREQ	DATE	COST	DAYS
Data Base Classes				
Intro to Oracle	Windows 95	Sept 1-2, Nov 9-10	200.00	2
Discoverer 3.0	Windows 95	Sept 15	100.00	1
SQL/PL-SQL	Intro to Oracle	Sept 28-30, Nov 16-18	300.00	3
Oracle Developer 2000	Intro to Oracle & SQL/PL-SQL	Oct 19 - 22, 26-29 (am) Nov 30 - Dec 3, Dec 7 - 10 (am)	**400.00apr	4
Oracle Designer	Oracle Dev; SQL/PL-SQL recom.	TBA	**536.95apr	5
Access 97	Windows 95	Sept 9-10, Oct 5-6, Nov 4 - 5	200.00	2
Microcomputer Classes				
Windows 95 Conversion	familiar with Windows	Oct 4 am	50.00	1/2
Windows 95	N/A	Nov 1	100.00	1
Outlook 98	Windows 95	Sept 8 am or 22 pm, Oct 7 pm or 14am, Nov 10 am or 22 am	FREE	1/3
Adv. Outlook 98	Outlook 98	Sept 24 am, Nov 29 am	43.00	1/3

See www.hct.umontana.edu

for more information

State Training Calendar

	PREREQ	DATE	COST	DAYS
Microcomputer Classes (continued from previous page)				
Word 97 Conversion	Windows 95	Sept 3 am, Oct 14 pm, Nov 2 am	50.00	½
Intro to Word 97	Windows 95	Sept 13 or 16, Oct 5 or 13, Nov 3 or11	100.00	1
Intermediate Word 97	Intro to Word 97	Sept 21 or 23, Oct 7 or 19 Nov 16 or 23	100.00	1
Advanced Word 97	Interm Word 97	Sept 22 - 23, Dec 1 - 2	200.00	
Excel 97 Conversion	Windows 95	Sept 9 am, Oct7 am, Nov 2 pm	50.00	1/2
Intro to Excel 97	Windows 95	Sept 1 or 3, Oct 6 or 20, Nov 4 or 12	100.00	1
Intermediate Excel 97	Intro to Excel 97	Sept 20 or 27, Oct 21, Nov 17	100.00	1
Advanced Excel 97	Interm Excel 97	Sept 29-30, Nov 22 - 23	200.00	2
Internet	Windows 95	Sept 13	100.00	1
Building Web Pages	Internet	Sept 16 - 17, Oct 27 - 28	200.00	2
PowerPoint	Windows 95	Sept 7-8, Nov 8-9	200.00	2
Microsoft 97 Integrated	Word, Excel, Access	Oct 14-15	200.00	2

*Outlook 98 is for employees new to state agencies that have already converted to Outlook

Prerequisites September be met with consent of Instructor.
**The Oracle Designer and Developer class fees are recovered through the monthly data network rate and paid for by ISD.

State Training Enrollment Application

Complete IN FULL and return AT LEAST ONE WEEK prior to the first day of class.

Course Data

Course Request _____

Date Offered _____

Student Data

Name _____

Soc. Sec. Number (for P/P/P) _____

Agency & Division _____

Mailing Address _____

Phone _____

How have you met the required prerequisites for this course? Explain, giving the class(s) taken, tutorial completed, and/or experience.

_____

_____

Billing Information/Authorization Mandatory

LogonID _ _ _ _ _ _   Agency# _ _ _ _   Authorized Signature _____

If attending Oracle Developer or Designer training, your application must also be approved by the agency IT Manager.

IT Manager _____

Training is needed for

☐ Agency Oracle Developer
☐ Continuing education opportunity (Agency will be billed for training.)
☐ Agency contractor (Agency will be billed for training.)

Full class fee will be billed to registrant unless cancellation is
made three business days before the start date of the class.

DeadHead completed form to

State Training Center, Helena College of Technology of the U of M
Phone 444-6800 FAX 444-6892

Editor's Notes

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This newsletter is dedicated to educating and informing with pertinent State technology news. Alternative accessible formats provided upon request to persons with disabilities.

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- ISD Box #, Deadhead or Mail
- www.state.mt.us/isd/current/news/index.htm
- ISD's Value Added Server/guest/N&V

To Submit an Article

Send the article to Trapper Badovinac, via e-mail. The deadline for inclusion in the following month's newsletter is the 1st week of the previous month.

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6127

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